

Oct 19 04 03:34p

p. 3

AMTRAK ENG SUPP

2153493340

10/08 '04 13:55 NO.512 03/04

NO. 660

P. 3



CHAMBERLAIN MARRICH

**COPY****PERSONNEL ACTION REQUEST**

Conflict Of Interest?

Yes ☐ No ☐

Training Required?

☐ Yes ☐ No**Current Information - Must Be Completed**

Payroll Area <b>02</b>	Social Security Number <b>221 - 36 - 0890</b>	Personnel No. <b>40702</b>	LAST Name <b>Moudy</b>	FIRST Name <b>Richard</b>	MI <b>D</b>
Job Code <b>AB106</b>	Position Title <b>Foreman III</b>	Department <b>Mechanical</b>	Personnel Area <b>NE08</b>	Band/Zone <b>4151</b>	Emp. Sub Group <b>1</b>

**Action Requested - Must Be Completed**

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

**Action Reason Code**

Code <b>P6</b>	Reason <b>Promotion from Union to Management</b>	Effective Date Month <b>10</b> Day <b>15</b> Year <b>2004</b>
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**New Job Code and Salary Information**

Job Code <b>98561</b>	Position Title <b>Field Environmental Specialist</b>	CDL <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position No. <b>50146672</b>	Personnel Subarea <b>0027</b>	Band/Zone <b>C1</b>
Hours of Service Job Category	<input type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainmen (2)	<input type="checkbox"/> Train Dispatchers/Director (3)	
	<input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signaller (5)	<input type="checkbox"/> Cab Signal/ATIS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date Month Day Year	Current Salary/Rate Of Pay <b>\$ 47,836</b>	New Salary/Rate Of Pay <b>\$ 53,000</b>	Work Hours (Part Time)		

**Job Assignment**

Cost Center <b>3533</b>	Function <b>1701</b>	Work Order No.	FIS Location <b>3451</b>	Payroll Area <b>03</b>	Shift	Work Schedule	Gang	Site Code <b>047008</b>	Check Seq. <b>PHL70</b>
Work Phone No.	ATIS No.	Original RR Hire Date Month Day Year		Prior RR Code	Personnel Area	Department			
Emp Sub Group	Vacation Eligibility Date Month Day Year		Craft Seniority Date Month Day Year		ARSA Hire Date Month Day Year				

**Performance Evaluation Information - For Management Transactions Only**

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
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**Termination Information/Allowances - Must Complete For All Termination Actions**

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

**Short-Term Disability Benefits**

First _____ days at 100% pay	Days at 80% pay less RULA
RULA Benefits at \$ _____ per day	

**Relocations**

Approved for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No
Level of Benefits:	<input type="checkbox"/> Tier I <input type="checkbox"/> Tier II <input type="checkbox"/> Tier III

**Remarks**

Current Salary 22.91 per hour

**Approval Signatures**

Supervisor's Name <b>J. J. Guzzi/B. G. Willbrant</b>	Phone No. /2838	Human Resources Approval	Date: <b>10/20/04</b>
Signature <i>B. G. Willbrant</i>	Date 10/5/04	Entered By <i>[Signature]</i>	Date: <b>10/8/04</b>
Department Approval <b>David Hughes</b>	Date <b>10/8/04</b>		

Instructions: Complete form, print and secure department approval. Return signed copy for department records and forward original to Human Resources.

NRPC 2000 (10/02) Word Template

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AMTRAK ENG SUPP

2153493340

10/08 '04 13:54 NO.512 01/04

...ppointment to the vacant Field Environmental Specialist position, Mid Atlantic Division Engineering, Philadelphia.

1 of 1

## Staff Summary Sheet - SSS8386

<b>Requester:</b> BRUCE WILLBRANT	<b>Executive Officer:</b> WILLIAM CROSBIE
<b>Title:</b> Deputy Chief Engineer Maintenance	<b>Department Head:</b> DAVID HUGHES
<b>Extension:</b> 8-728-3460	<b>Director/Manager:</b> JOSEPH GUZZI
<b>Date Submitted:</b> 10/7/2004	<b>Date Approved:</b>
<b>Purpose:</b> Approve the selection/appointment of Richard Moudy to the vacant Field Environmental Specialist position, Mid Atlantic Division Engineering, Philadelphia.	
<b>Discussion:</b> This critical position is responsible for Amtrak's Mid Atlantic Division Engineering environmental field compliance and prevention of citations and civil penalties. The position has been vacant since 9/1/04. The previous incumbent has been performing the duties of this position, along with the duties of his new position. We are requesting an exception to the current directive to appoint Richard Moudy to this position, as he has extensive experience in the environmental field, including management of environmental projects, audits, spill prevention and storm water plans. Rick possesses a wealth of railroad experience and certifications in environmental training.	
<b>Alternatives:</b> The Field Environmental Specialist is directly responsible for the inception, project management & oversight of many environmental initiatives, conducting environmental audits, & is a liaison between Amtrak & State & Federal Agencies. The interviewing process had taken place before the corporate-wide freeze. Not filling the position will result in citations & civil penalties.	
<b>Funding:</b> The work is currently being done by the previous incumbent, along with the duties of his new position. This position is funded in the FY05 Operating Budget, and is included in the authorized headcount as shown on the attached Organization Chart No. 3.8.2.4.	
<b>Recommendations:</b> Approve the selection/appointment of Richard Moudy to the vacant Field Environmental Specialist position, Mid Atlantic Division Engineering, Philadelphia.	

Routing Flow			
Routing	Approver	Concur	Non-Concur
02	Sr. VP - Operations	<i>[Signature]</i>	10-11-04
01	Chief Engineer	<i>[Signature]</i>	
	Chief Financial Officer		
	Chief Mechanical Officer		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
03	VP - Human Resources	<i>[Signature]</i>	10/13/2004
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
	VP - Procurement & Mgt. Mgmt.		
	VP - Security		
	VP - Transportation		
President and CEO Response			
Final Approver		Action Required	
President and CEO		Awaiting full approval	

On hold until further notice, re. freeze

<http://mssetx01.corp.nrpc/Buyer/render/1101VKN1A1D11>

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2004 OCT 13 P 1:11  
CORPORATE  
HUMAN RESOURCES  
*[Signature]*  
10/19/04  
Michael 10/17/04

OCT 19 04 03:37P

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AMTRAK ENG SUPP

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AMTRAK

## Candidate Selection Justification

Position Title <b>Field Environmental Specialist</b>		Department <b>Engineering MAD</b>	
Posting Number <b>50146672</b>	Band/Zone <b>C1</b>	Location <b>Philadelphia, PA</b>	Interview Date <b>09 / 22 / 2004</b>
Interview Process <input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other			

## Interview Participants

<b>Irene Whitaker</b>	<b>Joe Guzzi</b>
<b>Jack Schwitzer</b>	

## Candidates Interviewed

Name	Race	Sex	
Guy Douglas	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Lou DiRocco	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Rick Moudy	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Richard Webb	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female

- \* American Indian or Alaskan Native \* Asian \* Native Hawaiian or Other Pacific Islander \* Black or African American \* White  
 \* Hispanic or Latino (All races) \* Hispanic or Latino (White race only) \* Hispanic or Latino (All other races)

## Selected Candidate

<b>Rick Moudy</b>	<b>White</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
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## Selection Justification

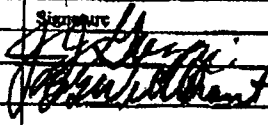
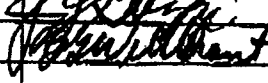
Mr. Moudy possesses all of the skills required to perform the duties associated with the Field Environmental Specialist position. He has extensive experience in the environmental fields, including the management of environmental projects, audits, spill prevention and storm water plans. Rick possesses a wealth of railroad experience and certifications in environmental training. Of all the candidates interviewed, Rick was the best fit for the position and will be able to grow within the position.

Proposed Effective Date <b>10 / 15 / 04</b>	Proposed Salary <b>\$2,600</b>	<input checked="" type="checkbox"/> Salary Increase 10 % Increase <input type="checkbox"/> Lateral With No Increase
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## Salary Justification

Mr. Moudy is moving from a Foreman III position into a much more demanding and responsible position. The Environmental Specialist is directly responsible for the inception, project management and oversight of many environmental initiatives on the division. In addition, the position is responsible for environmental auditing and acts as a liaison between Amtrak and state and federal agencies. This position is responsible for our environmental compliance and prevention of citations and civil penalties. The incumbent will be on call 24/7.

## Approval Signatures

Name	Signature	Date
<b>I. J. Guzzi</b>		<b>10 / 06 / 04</b>
<b>B. G. Willbrant</b>		<b>10 / 06 / 04</b>
		<b>/ /</b>

NRPC 3158 word template

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Sep 13 04 07:10a

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(302) 429-6361

p. 2

Received by Human Resources

**Job Opportunity Application**

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

Field Environmental Specialist

Posting Notice Number:

50146672

Location:

Phila PA.

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>Richard D. Moudy</b>		Social Sec. No.: <b>221-36-0890</b>
Street Address: <b>150 Springmill Dr.</b>		Home Tel. No.: <b>302-378-6058</b>
City: <b>Middletown</b>	State: <b>DE</b>	Zip: <b>19709</b>
Work Location: <b>Wilm Shops</b>		Assigned Work Days: <b>M-F</b>
		Work Tel. No.: <b>302-661-6946</b>
		Assigned Work Hours: <b>6-2</b>

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From : / / To: / /		<b>ATTACHED</b>	
College	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From : / / To: / /			
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From : / / To: / /			
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From : / / To: / /			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From : / / To: / /			

**PRESENT JOB STATUS**

Present Job Title: <b>Environmental Supervisor Foreman III</b>	Band/Zone	Last Performance Rating:	Date of Last Rating: / /
Supervisor's Name: <b>Frank Claar</b>	Supervisor's Title: <b>Field Environmental Coordinator</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's Telephone No.: <b>302-429-6458</b>			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

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- 1 -

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(302) 429 - 6361

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**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 2 / / 89 To: 2 / / 92	Laborer	Ed Monsen Mech	Clean- up
From : 2 / / 92 To: 2 / / 98	Machinist	John Forgione Mech	Repair and Tuneup of Locomotive engines
From : 2 / / 99 To: 9 / / 99	Foreman	Vince Necsi	Supervison of gangs
From : 11 / / 99 To: 2 / / 2002	Environmental Foreman III	Frank Claar	All Areas of environmental

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 4 / / 2004 To: / /	Foreman III Environmental	Frank Claar	All Areas of Environmental
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS**

This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I believe I am qualified for the position, not only from my schooling in the environmental field, but by being completely in charge of the Wilm. Maint. Facility Environmental Dept. on several occasions. Mr. Claar was out on Medical Leave on at least two occasions for open heart surgery. I was asked to take over all fazes of the operation. I have written 2 courses for the environmental dept which are being used by corporate. Environmental Awareness, and Spec sight specific. I have delt with all City, State, and Federal Agencies. I have written and applied for all of the sites permitts. I have had control of soil removal projects on two occasions which totaled more than 30,000 tons of soil. I have had some dealings with most if not all depts and their POC's here at the Wilm site. We deal with Roadway and some Division Personnel. I know many and have delt with many of our national contractors in the field. I have run Audits for most of the areas here on our sight, including Roadway, and Division, not leaving out Mech. I have taught many of the training courses here to all areas of the Corp. I am fairly literate in most areas of the computer.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

A323


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Amtrak

(302) 429 - 6361

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I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

  
Applicant's Signature9-10-04  
Date

A324



RICHARD D. MOUDY  
150 SPRINGMILL DR.  
MIDDLETOWN , DE. 19709

## EDUCATION

1992 - 1994 Delaware Tech and Community  
College ; Manufacturing and  
Engineering Tech.

1972 - 1974 Delaware Tech and Community  
Criminal Justice

1965 - 1969 Claymont High School  
College Prep.

## AMTRAK EDUCATION

Supervisors airbrake school  
Amfleet I II III  
SPCC  
Environmental Awareness  
Supervisors Management School

Environmental Awareness for Supervisors  
Rockhurst University getting Organized and Getting  
it all Done school.

PFT

P.C.B.

F-40

P-42

Torque School

Coupler School

Oxygen and Acetylene

## STATE AND FEDERAL SCHOOLS

METHOD 9, VISIABLE EMISSIONS  
EVALUATOR

HAZARDOUS AND TOXIC WASTE  
MANAGEMENT

MANDATES AND COMPLIANCE

DNRC UST REGS

DNRC AST REGS

## SKILLS

1994-1997 Vice Chairman Local 1284 Machinist  
union

1996- 1997 President and Vice Chairman Local  
1284



SEP-13-04 MON 06:58 AM AMTRAK WILM SAFETY DEPT FAX NO. 13024296399

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## ACCOMPLISHMENTS & AWARENESS

- 1) TITTLE 5 AIR EMISSIONS
- 2) RCRA , RESOURCE CONSERVATION AND RECOVERY ACT FOR SIGHT
- 3) AWARE OF LOCATION OF ALL 7 DISCHARGE SITES ALSO AWARE OF DAMS A B C, AND WHAT TO DO IF BREECH OCCUR
- 4) HAVE DELT WITH EPA AND DNRC AGENTS ON POTENTIAL VIOLATIONS
- 5) WAS A PARTICIPANT AND IN CHARGE OF THE 2001 AUDIT ON THE WILM SITE
- 6) HAVE PARTICIPATED IN THE STUDYS AND FARMING OF PCB'S ON THE WILM SITE
- 7) ALSO I AM FIMILIAR WITH THE REMEADITION OF THE SOUTH YARD AND HAVE KNOWLEDGE OF THE PUMPING WELLS ON THE SOUTH YARD SITE
- 8) WROTE THE ENVIRONMENTAL AWARENESS SCHOOL OUTLINE THAT CORPORATE HAS ADOPTED . WROTE SPCC AND SPILL CLASSES FOR THE SITE
- 9) DEVELOPED WASTE STORAGE DOCUMENTATION FOR THE WILM, BEAR. AND BEECH GROVE SITES.
- 10) TAUGHT FOREMEN AND MANAGERS CLASSES AT WILM SHOPS IN THE ENVIRONMENTAL AREAS
- 11) ADOPTED SPILL PROCEDURES FOR SIGHT, AND SET UP ALL SPILL KITS AND SATELITE ACCUMULATION AREAS FOR SHOPS. SAW THAT ALL FORKTRUCKS WERE EQUIPT WITH MOBILE SPILL KITS
- 12) WAS A PARTICIPANT IN THE REMOVAL OF WALTERS MT.
- 13) HAVE GOOD KNOWLEDGE OF ALL ENVIRONMENTAL VENDERS THAT DEAL WITH THIS DEPT ON A REGULAR BASIS.
- 14) WAS TOTALLY IN CHARGE OF ENTIRE DEPT WHILE MR. CLAAR WAS HAVING MAJOR SURGURY. HE WAS NOT AT THE FACILITY FOR A PERIOD OF 4 MONTHS.

SEP-13-04 MON 06:59 AM AMTRAK WILM. SAFETY DEPT

FAX NO. 13024296399

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- 15) WORKED WITH CLEAN HARBORS IN THE REMOVAL OF THE PCB.S ON THE E60 PROGRAM
- 16) I AM FULLY QUALIFIED TO WORK ON THE EIS SYSTEM WHICH WAS JUST RECENTLY PLACED INTO SERVICE.
- 17) I HAVE ALSO JUST RECENTLY COME FROM THE 2003 ENVIRONMENTAL SUMMIT.

SEP-13-04 MON 06:59 AM

AMTRAK WILM SAFETY DEPT

FAX NO. 13024296399

P. 09

# Certificate of Achievement

HWMC

*This certificate has been awarded to:*

**Richard D. Moudy**

*at*

**Philadelphia, Pennsylvania**

*For successfully completing the Lion Technology Inc.  
Hazardous/Toxic Waste Management Workshop on the applicable regulations  
of the United States Environmental Protection Agency and guidelines, standards  
and procedures for safe and legal management of waste designated as hazardous.*

*This workshop is designed to satisfy the annual training mandate\* for typical managers and supervisors of  
hazardous waste compliance activities. Training was conducted by  
Lion Technology Inc., Lafayette, NJ 07848 (973-383-0800).*

*\*[Ref. 40 CFR 262.34(a)(4) and 265.16 or 40 CFR 262.34(d)(5)(iii)]*

*This training completed on: 25 June 2004*

*National Registry of Professionals - Member PIN: 027-4176*

*[Signature]*

LA CELL Awarded

LION

# Visible Emissions Evaluation

This certifies that...

*Richard Moudy*

...successfully completed a course in the methods of measurement of visible emissions from sources as specified by Federal Reference Methods 9 and 22 conducted by Eastern Technical Associates of Raleigh, North Carolina.

*Dover, Delaware*

Course Location

*Thomas Hare*

President

*Nicholas W. Sanford*

Director of Training

*February 27, 2001*

Date

*Bill Charles*

Instructor

A330

## NATIONAL RAILROAD PASSENGER CORPORATION

Amtrak

Human Resources Department

## INITIAL SCREENING SHEET

POSTING NOTICE NO.

# 50146672

POSITION:

Field Environmental Specialist

APPLICANT'S NAME	DATE APPLICATION RECEIVED	RATING *		REMARKS
		Q	UQ	
DENNIS MONTONE	9/15		X	NO ENVIRO EXP
LUIGI Di-ROCCO	9/14	X		Limited ENVIRO EXP
PAUL WOODFORD	9/15		X	HR EXPERIENCE/NO ENVIRO
RICHARD Moudy	9/14	X		ENVIRO EXP.
RICHARD L WEBB	9/14	X		ENVIRO Co-ordinator
JEFF MERRIMON	9/16		X	NO ENVIRO EXP/SAFETY REP
ALVIA LACY	9/16		X	NO ENVIRO EXP
A. Ayo - DAVIES	9/8		X	NO ENVIRO EXP / outside applicat
JEFF GREENWELL	9/13		X	NO ENVIRO EXP
Kirt FLOWERS	9/15		X	NO ENVIRO EXP / outside app.
TREVOR WHEELSS	9/15		X	" " " " "
D. TONY	9/15		X	" " " " "
C. NUII	9/15		X	" " " " "
A. BARBIERI	9/15		X	" " " " "
A Bunch	9/15		X	" " " " "
R. CROWDER	9/14		X	" " " " "
J O'NEILL	9/14		X	" " " " "
V. STONE	9/14	X		CHEM. ENGR / EXP. / EXTERNAL
L EDWARDS	9/14	X		Civil ENGR / EXP. / EXTERNAL
R. VARELA	9/14	X		" " " " "
T. BOOKER	9/14		X	NO RESUME
J. BAUGHEN	9/11		X	NO ENVIRO EXP / EXTERNAL
Date	Signature of Human Resources Representative			*Q-Qualified *UQ-Unqualified

A331

NATIONAL RAILROAD PASSENGER CORPORATION

30th Street Station, Philadelphia, PA 19104



November 1, 2004

Mr. Alvia L. Lacy  
1306 Jervis Square  
Belcamp, MD 21017

RE: Your application for the Field Environmental Specialist position

Vacancy No. 50146672

Dear Mr. Lacy:

Thank you for submitting your application for the position of Field Environmental Specialist.

We were able to identify other applicants whose background, experience and skills were more closely aligned to the posted requirements and the needs of the department. As a result, another applicant was selected.

We appreciate your interest in Amtrak and wish you the best of luck with your career endeavors.

Sincerely,  
Human Resources Department

Amtrak

**Opportunity Application**

For use by Current Amtrak Employees Only  
Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

AMTRAK-PENN-PHIL- FIELD  
ENVIRONMENTAL SPECIALIST

Posting Notice Number:  
50146672

Location:  
PHIL, PA

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>ALVIA L. LACY</b>		Social Sec. No.: <b>215-68-0127</b>	
Street Address: <b>1306 JERVIS SQ,</b>		Home Tel. No.: <b>410-272-4819</b>	
City: <b>BELCAMP</b>	State: <b>MD</b>	Zip: <b>21017</b>	Work Tel. No.: <b>302 834-2769</b>
Work Location: <b>BEAR, DE</b>		Assigned Work Hours: <b>6-2</b>	
Assigned Work Days: <b>MON-FRI</b>			

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9/3/70</b> To: <b>6/7/74</b>	<b>HIGH SCHOOL DIP.</b>	<b>ABERDEEN SR. HIGH</b>	<b>ABERDEEN, MD 21001</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>6/ /83</b> To: <b>12/ /86</b>	<b>BS BUSINESS ADMINISTRATION</b>	<b>UNIVERSITY OF MARYLAND</b>	<b>COLLEGE PARK, MD</b>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>1/ /76</b> To: <b>8/ /76</b>		<b>AIRCO TEC INST.</b>	<b>BALTIMORE, MD</b>
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

**PRESENT JOB STATUS**

Present Job Title: <b>CARREPAIR-PERSON</b>		Band/Zone <b>BEAR, DE</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>MR J. WALTERS</b>		Supervisor's Title: <b>MANAGER</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Supervisor's Telephone No.:				

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered	Forwarded	
Date:	By:	Date:
by:	To:	

It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

PC 1764 (10/01) MSWord Template

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- 1 -

A333

**RECEIVED**  
SEP 16 2004

AMTRAK HUMAN RESOURCES  
Philadelphia, PA



Dates From/To	Position Title	Supervisor and Department	Major Duties
From: 8 / / 83 To: 1 / / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From: 1 / / 88 To: / /	CARREPAIR-PERSON	MECHANICAL	REPAIR AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From: / / To: / /			
From: / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From: 7 / / 97 To: / / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From: / / To: / /			
From: / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No  
 If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUD IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATUION. IN ADDITION, I HAVE SUPERVISION EXPERIENCE.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the discretion of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

9/13/04

OCT-07-2004 11:49 From:

To:87281088

P.2/7

10/07/04 THU 09:45 FAX 213 349 1088

HUMAN RESOURCE

0004

Page 1 of 2

**Job Reference # 50183697**

**Amtrak - Pennsylvania-Philadelphia - Administrator Support Specialist-eff 10/07/04**

POSITION: Administrator Support Specialist  
DEPARTMENT: Procurement & Materials Mgmt.  
LOCATION: Philadelphia, PA  
BAND/ZONE - SALARY: C1 - \$38,500.00 minimum  
POSITION NO: 50183697

**INTERNAL AND EXTERNAL APPLICANTS**

**DUTIES:** Incumbent is responsible for monitoring construction project costs using cost monitoring and performance measuring systems. Also provides financial analysis reports in addition to reviewing and evaluating contractor invoices. Responsible for initiating changes to system databases to provide reporting and control information to identify and prevent overpayments or duplicate payments. Provides construction financial analysis reports for staff and senior management and makes recommendations to improve productivity and reduce costs. Also, evaluates, reviews and approves contract, purchase order and payment request invoices for payments.

**EDUCATION:** Bachelor's degree in Business Administration or related degree or the equivalent combination of education, training and/or experience.

**WORK EXPERIENCE:** Demonstrated experience and understanding of mainframe and PC operating systems, communications and business applications. Good judgment and problem solving skills. Prefer extensive experience utilizing AAMPS system, eTrax (Ariba) and Microsoft Desk Top applications. Extensive experience using the AP imaging system preferred.

**OTHER REQUIREMENTS:** Demonstrated practical work experience and the aptitude for using computer systems to solve business problems. Knowledge of Procurement processes and business practices. Self-starter with initiative, good analytical skills and common sense approach to problem solving. Ability to achieve objectives within tight time constraints. Ability to multi-task and meet deadlines from multiple sources. Prior satisfactory job performance and attendance required.

**COMMUNICATION AND INTERPERSONAL SKILLS:** Excellent verbal and written communication skills.

**SUPERVISORY RESPONSIBILITIES:** None.

**TRAVEL:** None.

[http://www.teamrewards.net/task/job\\_posting.jsp?ts\\_am3q25ml2k13=986](http://www.teamrewards.net/task/job_posting.jsp?ts_am3q25ml2k13=986)

10/6/2004

OCT-07-2004 11:49 From:

To: 87281088

P. 3/7

10/07/04 THU 09:45 FAX 215 349 1088

HUMAN RESOURCE

Page 2 of 2 0005

INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.

**Job Notes**

**Salary Range:** C1 \$38,500 to \$80,000

**Last Day to Apply:** 10/14/2004

**Job Category:** Procurement

**Years of Experience:** 5 - 10

**Travel Requirements:** None

**Relocation Benefits may Apply:** No

**Referral Bonus:** 1500 points

AMTRAK is an equal opportunity employer committed to employing a diverse workforce. Internal AMTRAK employees must complete a job opportunities application to apply for positions.

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SSS 8783

## PERSONNEL ACTION REQUEST

Conflict Of Interest?	Training Required?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Current Information

Payroll Area 02	Social Security Number 187-36-892	Personnel No. 37065	LAST Name McCarthy	FIRST Name Carlene	M.I.
Job Code BC118	Position Title Lead Accounting Clerk	Department Proc. & Mat'l Mgmt.	Personnel Area	Band/Zone	Cost Center
			Emp. Sub Group		

## Action Requested

<input checked="" type="checkbox"/> New Hire	<input checked="" type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

## Action Reason Code

Code	Reason Promotion from Union to Management	Effective Date Month <u>11</u> Day <u>16</u> Year <u>2004</u>
------	--	--

## New Job Code and Salary Information

Job Code 99381	Position Title Administrative Support Analyst	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. 0036131 7	Personnel Subarea	Band/Zone C1
Hours of Service	<input checked="" type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainman (2)	<input type="checkbox"/> Train Dispatchers/Director (3)	
Job Category	<input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signaller (5)	<input type="checkbox"/> Cab Signal/VATS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date Month Day Year	Current Salary/Rate Of Pay \$ 43,158	New Salary/Rate Of Pay \$ 47,500	Work Hours (Part Time)		

## Job Assignment

Cost Center 4806	Function 1121	Work Order No.	FIS Location 3451	Payroll Area	Shift	Work Schedule	Gang	Site Code 47006	Check Seq. PHL59
Work Phone No.	ATS No.	Original RR Hire Date Month Day Year		Prior RR Code	Personnel Area NE1	Department Proc. & Mat'l Mgmt.			
Emp Sub Group	Vacation Eligibility Date Month Day Year		Craft Seniority Date Month Day Year		ARSA Hire Date Month Day Year				

## Performance Evaluation Information

Last Performance Review Date: Month Day Year	Next Performance Review Date: Month Day Year
---	---

## Termination Information/Allowances

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advances?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Sovereignty Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

Short-Term Disability Benefits First _____ days at 100% pay Days at 100% pay less RUIA _____ Days at 80% pay less RUIA RUIA Benefits at \$ _____ per day	Relocations Approved for Benefits Yes No Level of Benefits: Tier I Tier II Tier III
---	---

## Remarks

X
---

## Approval Signatures

Supervisor's Name	Phone No.	Human Resources Approval	Date:
Signature	Date	<i>[Signature]</i>	11/16/04
Department Approval Michael Riesz	Date	Entered By	Date: 12/7/04

Instructions: Complete form, print and secure department approvals. Retain signed copy for department records and forward original to Human Resources.

NRPC 2000 (10/02) Word Template

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entered off 12/11/04  
Payroll ran for  
union 12/6/04

A337

83: Carlene McCarthy - Admin. Support Analyst

Page 1 of 1

## Staff Summary Sheet - SSS8783

Philadelphia

<b>Requester:</b> MARIE WALKER-RUGGHIA	<b>Executive Officer:</b> MICHAEL RIENZI
<b>Title:</b> Manager Budget Planning	<b>Department Head:</b> JOHN VENTURELLA
<b>Extension:</b> 8-728-1288	<b>Director/Manager:</b> JOSEPH SOUSAIII
<b>Date Submitted:</b> 11/2/2004	<b>Date Approved:</b>
<b>Purpose:</b> Request approval to place Ms. Carlene McCarthy into the vacant Administrative Support Analyst position in Philadelphia.	
<b>Discussion:</b> Ms. McCarthy was selected because she was the best applicant for this position. She currently handles construction contract payments which familiarizes her with the entire process of auditing construction payments. It is critical that this position be filled because if payments are not made in a timely manner to vendors, construction activity is delayed and could be halted by disgruntled unpaid contractors. Poor relationships with the various contractors on these projects is not beneficial to Amtrak and high level projects such as Fire, Life & Safety and the Thames River Bridge. This position processes between 2500 and 3000 invoices annually and it is critical to continue to process payments in a timely manner.	
<b>Alternatives:</b> There are no alternatives. If this position is not filled expeditiously, Amtrak could strain the already somewhat delicate relationship with vendors and the order, receipt and payment process. See attached memo for further justification.	
<b>Funding:</b> Funding for this position has been included in the FY05 operating budget and is shown on the authorized headcount of chart 11.2.	
<b>Recommendations:</b> Approve this request.	

## Routing Flow

Routing	Approver	Concur	Non-Concur
	Sr. VP - Operations		
	Chief Engineer		
	Chief Financial Officer		
	Chief Mechanical Officer		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
02	VP - Human Resources	X	
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
01	VP - Procurement & Mat. Mgmt.	X	
	VP - Security		
	VP - Transportation		

## President and CEO Response

Final Approver	Action Required
President and CEO	Awaiting full approval

A338

NATIONAL RAILROAD PASSENGER CORPORATION

30<sup>th</sup> Street Station, Box 12, Philadelphia, PA 19104

## Memo



Date November 1, 2004  
To David Gunn

From *[Signature]* Michael Rienzi  
Department Proc. & Mat'l Mgmt.  
Subject Filling Vacant Position -  
cc Administrative Support Analyst

This memo provides justification as to why the Administrative Support Analyst position must be filled as soon as possible.

The prior individual holding this position took an early retirement. This position is responsible for the coordination, processing and reporting on all of Amtrak's construction and architect/engineering invoices nationwide. This position processes between 2500 and 3000 invoices annually, involving hundreds of millions of dollars. Delaying or not filling this position by deferring the payment of these invoices is not a reasonable alternative. This position has no comparable dedicated back-up person to process these payments. If this position is not filled expeditiously, Amtrak will likely strain the already somewhat delicate relationships with these vendors.

If payments are not made and or don't continue in a reasonable time frame, construction activity may even be halted on certain projects by disgruntled unpaid contractors. Poor relationships with the various contractors on these projects over lack of payments is not beneficial to Amtrak and could even harm the completion of projects that are critical to Amtrak such as those associated with Fire, Life & Safety and the Thames River Bridge as examples. Also, bidders and proposers on new work may not bid or bid a higher amount on Amtrak projects, if Amtrak develops a "slow pay" reputation because of this position going unfilled.

From an accounting standpoint Amtrak's independent auditors see this position as a key means to accomplish "separation of duties" between those functions that order, receipt and process payments. This position is also needed in order to implement and continue with the improvements recommended by those same independent auditors, in the way in which Amtrak financially accounts for its retainage liability on construction projects.



SSS 8783



## Candidate Selection Justification

Position Title <b>Administrative Support Analyst</b>			Department <b>Procurement &amp; Mat. Mgmt.</b>		
Posting Number <b>50183697</b>	Band/Zone <b>C1</b>	Location <b>Philadelphia, PA</b>	Interview Date <b>10 / 25 / 2004</b>		
Interview Process			<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other		

## Interview Participants

<b>John Venturella</b>	<b>Procurement &amp; Material Management Dept.</b>
<b>Gary Eckenrode</b>	<b>Procurement &amp; Material Management Dept.</b>
<b>Tim Ryan</b>	<b>Procurement &amp; Material Management Dept.</b>

## Candidates Interviewed

Name	*Race	Sex	
<b>Maria D'Alessandro</b>	<b>Hispanic</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Sharon McHenry</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Carmen Rossini</b>	<b>White</b>	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Catherine Murray</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Carlene McCarthy</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Joan Gray</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Eileen Christie</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Kathleen Wickersham</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
<b>Mary Barniak</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female

- \* American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

## Selected Candidate

<b>Carlene McCarthy</b>	<b>White</b>	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
-------------------------	--------------	-------------------------------	--

## Selection Justification

Carlene's accounting background and experience was much stronger than the other candidates. Carlene also supports construction contract payment in the Accounts Payable department which has familiarized her with the entire process of auditing construction payments. Carlene's attendance and performance at Amtrak are excellent.

Proposed Effective Date <b>11 / 16 / 2004</b>	Proposed Salary <b>\$47,500</b>	<input checked="" type="checkbox"/> Salary Increase    10 % Increase <input type="checkbox"/> Lateral With No Increase
--	------------------------------------	--

## Salary Justification

Ms. McCarthy is being promoted from union to management. The promotion will enable Amtrak to promote from within and give a seasoned employee the opportunity to perform the job requirements with little training. Carlene will definitely be an asset to the department.

## Approval Signatures

Name	Signature	Date
<b>Michael J. Renzi</b>	<i>[Signature]</i>	<b>11 / 1 / 04</b>
		<b>1 / 1</b>
		<b>1 / 1</b>

NRPC 3158 word template

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Received by Human Resources

**Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

Administrator

Support Specialist

Posting Notice Number:

50183697

Location:

Philadelphia, PA

Resources Office on or before the

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <u>Carlene S. McCarthy</u>		Social Sec. No.: <u>187369902</u>	
Street Address: <u>949 Twelve Oaks Drive</u>		Home Tel. No.: <u>856-875-2037</u>	
City: <u>Williamstown</u>	State: <u>NJ</u>	Zip: <u>08094</u>	Work Tel. No.: <u>215-349-1449</u>
Work Location: <u>Philadelphia, PA</u>		Assigned Work Hours: <u>7:30am-4:00pm</u>	
		Assigned Work Days: <u>Monday - Friday</u>	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>9/15/ 64</u> To: <u>6/08/ 68</u>	Academic/ Commercial	Frankford High	Philadelphia, PA
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>9/04/ 89</u> To: <u>12/17/ 95</u>	Associates General Studies	Community College of Philadelphia	Philadelphia, PA
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>/ /</u> To: <u>/ /</u>			
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>/ /</u> To: <u>/ /</u>			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>/ /</u> To: <u>/ /</u>			

**PRESENT JOB STATUS**

Present Job Title: <u>Lead Accounting Clerk</u>		Band/Zone: <u>N/A -</u>	Last Performance Rating: <u>See attached.</u>	Date of Last Rating: <u>/ /</u>
Supervisor's Name: <u>J. Roger Hooker</u>		Supervisor's Title: <u>Manager Accounts Payable</u>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's Telephone No.: <u>215-349-1392</u>				

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) paper version

30002991

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : / / To: / /	See attached.		
From : / / To: / /			
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : / / To: / /	See attached.		
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

See attached.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

*Colene S. McCarthy*  
Applicant's Signature

A342

*10/12/04*  
Date

## Carlene McCarthy

949 Twelve Oaks Drive, Williamstown, NJ 08094-3535, 856-875-2037

---

### AMTRAK WORK HISTORY

**From/To:** August 2003 to Present

**Position Title:** Lead Account Clerk

**Supervisor/Department:** Roger Hooker/Accounts Payable

**Major Duties:** Train other clerical employees in procedures and techniques, monitor clerks performance, provide instruction and correction action, respond to payment and rejection inquiries, verify and distribute checks, compile statistical data, prepare journal entries and year end statements.

**From/To:** Feb. 2002 - August 2003

**Position Title:** Refund and Disbursement Clerk

**Supervisor/Department:** Elizabeth Bush/Refunds and Disbursement

**Major Duties:** Log refund request, process and disburse refunds, research problems and resolve as necessary.

**From/To:** Feb. 1999 - Feb. 2002

**Position Title:** Service Center Consultant

**Supervisor/Department:** Claudine Conaway/Service Center

**Major Duties:** Provide quality service to the travel industry. Assist with technical support for their GDS systems. Provide Amtrak product knowledge and GDS systems training.

**Note:** Last management position held. Released due to downsizing.

**Band/Zone:** C1

**Last Performance Rating:** 5.75 **Date of Last Rating:** January 25, 2002

**From/To:** Oct. 1990 - Jan. 1999

**Position Title:** Account Consultant

**Supervisor/Department:** Thomas Sabo & Claudine Conaway/Travel Agency Sales Center

**Major Duties:** Managed travel agencies in Virginia, Washington, D.C., Maryland, Delaware, South Jersey and Philadelphia, PA. Developed and delivered training seminars. Negotiated Sales Contracts.

**From/To:** Oct. 1987 - Sep. 1990

**Position/ Title:** Tour Desk Agent

**Supervisor/Department:** Robert Cook / Reservation Sales Office

**Major Duties:** Handled reservations for hotel and tour packages.

**From /To:** Jan. 1984-Oct.1987

**Position Title:** International Sales Agent

**Supervisor/Department:** Rise Mayo / International Sales

**Major Duties:** Handled train, tour and group reservations for International travel agents via Telex. Trained International travel agents. Serviced International travel agencies.

**From/To:** June 1976-Jan. 1984

**Position Title:** Reservation and Information Sales Agent

**Supervisor/Deparment:** Various Supervisors/Reservations and Sales

**Major Duties:** Provided information and reservations to the public and travel agencies.

## **OTHER EMPLOYMENT HISTORY**

**From/To:** July 1968 - April 1976

**Position Title:** Accounts Receivable Clerk

**Company:** West Wholesale Drug Co.

**Major Duties:** Daily deposits, posting accounts, collections, serviced accounts and trained new hire employees.

## **Carlene McCarthy**

949 Twelve Oaks Drive · Williamstown, NJ 08094 · 856-875-2037

### Objective

Amtrak has employed me for more than 28 years. During this time, I worked in various departments including Reservations, Sales, Travel Agency Service Center, Refunds and Disbursements and Accounts Payable. Prior to Amtrak, I was employed as an Accounts Receivable Credit Assistant for eight years. I have acquired a great deal of product knowledge regarding Amtrak and the Sales, Service and Accounting fields. I want to move forward in my career at Amtrak. I feel I would be an asset to the Procurement and Materials Management Department. The following explains my current and previous experiences, education and personal traits that I believe are excellent qualifications for this position.

### EDUCATION

ASSOCIATES DEGREE WITH HIGH HONORS  
COMMUNITY COLLEGE OF PHILADELPHIA

December 1995  
PHILADELPHIA, PA

My degree is in General Studies with strong emphasis in Business Management. I hold a 3.6 average.

### AWARDS

Received Top Sales Awards

### PERSONAL STRENGTHS

- Extremely well organized, self motivated worker
- Excellent written and oral communication skills - have participated in radio interviews promoting Amtrak
- Able to work well under pressure with strict time constraint
- Strong analytical skills
- Excellent time management skills
- Proficient with AAMPS, eTrax, Accounts Payable Imaging system, Word, Excel, Powerpoint, Outlook, Arrow, Tivoli, and Lotus Notes
- Grasp new concepts quickly
- Outstanding listening skills
- Proficient telephone skills
- Developed training material, organized and conducted training classes for Amtrak personnel and the travel agency industry
- Strong negotiating skills
- Ability to handle difficult situations
- Professional approach to all duties and responsibilities
- Good relationship with supervisor and peers
- Team player

- Reliable and trustworthy
- Use available resources and handle budgets efficiently
- Ability to work well autonomously
- Complete all reports in a timely manner

#### REFERENCES

Elizabeth Bush, Manager  
Refunds and Disbursements  
ATS: 728-4714

Robert Cook, Manager  
Philadelphia Reservation Sales Office  
ATS: 723-7970

Gloria Hughes, Market Manager  
Marketing  
Ph#: 215-891-0331

Currently, I am responsible for the handling of all construction invoices in Accounts Payable. I am well aware of the importance of preventing overpayments and duplicate payments and what is necessary to avoid these situations. I am confident that the combination of my work and educational background along with my personal strengths will be put to excellent use as an Administrator Support Specialist.

Received by Human Resources

Amtrak

**Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

~~AMTRAK - PENN PHIL ADMINISIRATOR~~~~SUPPORT SPECIALIST~~

Posting Notice Number:

50183697

Location:

PHIL, PA

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>ALVIA L. LACY</b>			Social Sec. No.: <b>215-68-0127</b>
Street Address: <b>1306 JERVIS SQ,</b>			Home Tel. No.: <b>410-272-4819</b>
City: <b>BELCAMP</b> State: <b>MD</b> Zip: <b>21017</b>			Work Tel. No.: <b>302 834-2769</b>
Work Location: <b>BEAR, DE</b>			Assigned Work Hours: <b>6-2</b>
Assigned Work Days: <b>MON-FRI</b>			

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / 3 / 70</b> To: <b>6 / 7 / 74</b>	<b>HIGH SCHOOL DIP.</b>	<b>ABERDEEN SR. HIGH</b>	<b>ABERDEEN, MD 21001</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>6 / / 83</b> To: <b>12 / / 86</b>	<b>BS BUSINESS ADMINISTRATION</b>	<b>UNIVERSITY OF MARYLAND</b>	<b>COLLEGE PARK, MD</b>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>1 / / 76</b> To: <b>8 / / 76</b>		<b>AIRCO TEC INST.</b>	<b>BALTIMORE, MD</b>
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

**PRESENT JOB STATUS**

Present Job Title: <b>CARREPAIR-PERSON</b>		Band/Zone <b>BEAR, DE</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>MR J. WALTERS</b>		Supervisor's Title: <b>MANAGER</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Supervisor's Telephone No.:				

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

AMTRAK HUMAN RESOURCES

Philadelphia, PA



**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 8 / / 83 To: 1 / / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From : 1 / / 88 To: / /	CARREPAIR-PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 7 / / 97 To: / / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS**

This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUD IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATUION. IN ADDITION, I HAVE AMPLE KNOWLEDGE OF AAMPS, SYSTEM, AND DESK TOP

**SIGNATURE***Wendy Tracy***APPLICATIONS.****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

*10/13/04*



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**Job Description**

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**Job Reference #50183713**

**Amtrak - Delaware-Wilmington - Sr Analyst Operating Practices(8)-eff 10/7/04**

**Position is only open to internal candidates!**

POSITION: Sr Analyst Operating Practices (8 positions)

DEPARTMENT: Transportation

LOCATION: Wilmington, DE

BAND/ZONE SALARY: C2 \$47,000.00 minimum

POSITION NO: 50183713

**INTERNAL APPLICANTS ONLY**

**DUTIES:** Incumbent is responsible for the development, implementation and monitoring of operating rules programs, policies and procedures. Collaborates with senior officials throughout the system in all operating departments as well as State and Federal regulators. Supports the operating divisions by executing initial and recurrent instruction and examination of employees in the Transportation, Engineering and Mechanical Departments. Provides guidance and interpretation of all regulatory rules. Organizes and schedules classes and coordinates and communicates with Division management to ensure mandatory participation is achieved. Plans and executes extensive audits. Assists in the investigation of train accidents and incidents to determine the root cause. Analyzes major operating rule violations and formulates modified directives to prevent future violations. May establish communications network that will expedite movements during operational crises. May develop rules qualification programs. Provides guidance and technical advice.

**EDUCATION:** Bachelors degree in Business, Transportation or related field or the equivalent combination of education, training and/or experience. Prefer a Bachelors degree in Business, Transportation or related field.

**WORK EXPERIENCE:** Must be currently or formerly qualified in T&E, Block Operator, Yardmaster or Train Dispatcher. Prefer former management experience overseeing T&E, Block Operators, Yardmasters or Train Dispatchers with demonstrated leadership experience. Former management experience in operating rule instruction preferred.

**OTHER:** Extensive knowledge of operating rules and practices and special instructions governing NEC or off-corridor operations and related federal regulations. Knowledge of Amtrak train operations. Must have demonstrated drive, ambition and leadership ability with effective organizational, administrative and personal computing skills. Prior satisfactory job performance is required. Prefer some knowledge of ACSES and/or ITCS.

**COMMUNICATION AND INTERPERSONAL SKILLS:** Superior effectiveness in communication skills, including writing, speaking, negotiation and presentation/platform skills.

**SUPERVISORY RESPONSIBILITIES:** None.

**TRAVEL REQUIREMENT:** 35%.

**INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.**

Amtrak - Search Results

Page 2 of 2

**Salary Range:** \$47,000.00 - \$100,000.00 / Annually  
**Salary Band:** C2  
**Last Date to Apply:** 2004-10-14  
**Years of Experience:** 10 - 20  
**Specialty:** Transportation  
**Employment Type:** Direct Hire, Full Time  
**Travel Requirements:** Low  
**Relocation Benefits may Apply:** Yes  
**Classification:** Non-Agreement  
**Referral Bonus:** 1500 pts

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DATE: 03/02/2005

NATIONAL RAILROAD PASSENGER CORPORATION  
CLOSED MANAGEMENT VACANCIES  
FROM 10/07/2004 TO 12/31/9999

PAGE NO: 1

SEU/DEPT	VACANCY	VACANCY DESCRIPTION	CATV	AREA	AREA SEN	APPLICANT NAME	INT	EXT	ETHNICITY	ED.	LEVEL	CERT	TITLE	STAT	ASGN	N E SALARY	DATE
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	17421181	FRANCIS J FULLER	I	WHITE	COLLEGE		NO FINAL C	5	45	Y	M	UNLTD C2	12/01/2004
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	15462310	ROBERT W BAYLOND	I	WHITE	COLLEGE		ASSOCIATE	5	45	Y	M	UNLTD C2	12/01/2004
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	22141339	CATHERINE R CEPHAS	I	BLACK/AFRI	COLLEGE		BACHELOR	5	45	Y	F	UNLTD C2	12/01/2004
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	14046579	MICHAEL J BONNER	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	5	44	Y	M	UNLTD C2	12/01/2004
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	22140871	DANIEL M GUTTILAND JR	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	5	45	Y	M	UNLTD C2	12/01/2004
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	13718240	DEBORAH L EBA JR	I	BLACK/AFRI	COLLEGE		BACHELOR	5	45	Y	M	UNLTD C2	03/16/2005
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	13840300	STEVEN M CAVALLER	I	WHITE	COLLEGE		BACHELOR	5	45	Y	M	UNLTD C2	12/01/2004
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	19538601	WILLIAM T MORECHATT	I	WHITE	COLLEGE		BACHELOR	5	44	Y	M	UNLTD C2	12/01/2004
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	18962785	DALE SOUTHWELL	I	WHITE	COLLEGE		ASSOCIATE	4	28	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	21844008	AL L THOMASON	I	WHITE	COLLEGE		BACHELOR	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	14446760	YVONNE D UPSHUR	I	BLACK/AFRI	COLLEGE		BACHELOR	4	10	N	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	23062384	ROBERT E SHOOKS I	I	WHITE	COLLEGE		ASSOCIATE	4	10	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	21960217	ANTHONY P KORENCH JR	I	WHITE	POST-GRADU		POST-GRADU	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	207607410	RONALD K RILEY	I	BLACK/AFRI	COLLEGE		BACHELOR	4	10	N	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	214972912	DEANIS K SMITH	I	BLACK/AFRI	HIGH SCHOOL		HIGH SCHOOL	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	18265823	YVONNE DIXON	I	BLACK/AFRI	COLLEGE		BACHELOR	4	10	N	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	186486770	RONALD L GENTRY SR.	I	BLACK/AFRI	HIGH SCHOOL		HIGH SCHOOL	4	10	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	18144353	CHANNEL P DULD	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	33	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	149426038	BRYAN D ABERN	I	WHITE	COLLEGE		NO FINAL C	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	20136264	VINCENT R RICCIARDI	I	WHITE	COLLEGE		ASSOCIATE	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	14148515	BONNIE W HERS	E	WHITE	COLLEGE		NO FINAL C	4	10	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	13148320	NANCY A MCDONTE	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	10	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	220647428	JOHNATHAN A HINES	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	21652336	DAVID E MARTIN	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	04942582	ROBERT F RINGGARDINO	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	165548628	GEORGE P MESE	I	WHITE	VP		VOCATIONAL	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	191427879	JOSEPH CARO	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	27	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	598689427	DEBORAH A BLACKWELL	I	BLACK/AFRI	HIGH SCHOOL		HIGH SCHOOL	4	21	Y	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	09043788	ANTHONY P MONI	I	WHITE	COLLEGE		ASSOCIATE	4	10	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	17446502	ROBERT P SCHMANTZ	I	WHITE	BUSINESS S		BUSINESS S	4	16	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	143768201	JOSEPH T BLATERS	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	16	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	166427646	THOMAS P TALLEY	I	WHITE	COLLEGE		BACHELOR	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	212727418	JEFFREY A MERRIMAN	I	WHITE	VP		VOCATIONAL	4	10	N	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	130628798	ALICE L WINTON	I	BLACK/AFRI	COLLEGE		ASSOCIATE	4	16	N	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	215680127	ANDREA L LACEY	I	BLACK/AFRI	COLLEGE		BACHELOR	4	10	N	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	185444311	ANDREA J EICHLEN	I	BLACK/AFRI	HIGH SCHOOL		HIGH SCHOOL	4	33	N	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	176528359	DEBRA L DANNER	I	BLACK/AFRI	HIGH SCHOOL		HIGH SCHOOL	4	21	Y	F		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	053486919	BETHEL M STEVENS	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	21	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	178441035	FRANK C TULLOCH	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	26	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	182383802	PAUL K HANSEN	I	WHITE	HIGH SCHOOL		HIGH SCHOOL	4	34	Y	M		
VPO TRANSPORTATION	50183713	SR ANALYST OPER PRACTICE 02	NE08	0027	141600980	MICHELLE L WENDONS	I	BLACK/AFRI	COLLEGE		BACHELOR S	4	21	Y	F		

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# COPY

## PERSONNEL ACTION REQUEST

Conflict Of Interest? Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

### Current Information - Must Be Completed

Payroll Area <b>02</b>	Social Security Number <b>221-44-1339</b>	Personnel No. <b>9415</b>	LAST Name <b>Cephas</b>	FIRST Name <b>Catherine</b>	M.I.
Job Code <b>91122</b>	Position Title <b>Sr. Analyst-Operating Rules</b>	Department <b>Transportation</b>	Personnel Area <b>NE08</b>	Band/ Zone <b>C-2</b>	Cost Center <b>5003</b>
			Emp. Sub Group <b>05</b>		

### Action Requested - Must Be Completed

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

### Action Reason Code

Code	Reason <b>Lateral Transfer w/Increase</b>	Effective Date Month <b>11</b> Day <b>16</b> Year <b>2004</b>
------	--	--

### New Job Code and Salary Information

Job Code <b>92582</b>	Position Title <b>Sr. Analyst-Operating Practices</b>	CDL <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position No. <b>50183708</b>	Personnel Subarea <b>021</b>	Band/Zone <b>C-2</b>
Hours of Service <input checked="" type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainmen (2)	<input type="checkbox"/> Train Dispatchers/Director (3)		
Job Category <input checked="" type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signalman (5)	<input type="checkbox"/> Cab Signal/VATS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)		
Hire Date Month _____ Day _____ Year _____	Current Salary/Rate Of Pay <b>\$ 64,100.</b>	New Salary/Rate Of Pay <b>\$ 66,700.</b> (4.1%)	Work Hours (Part Time)		

### Job Assignment

Cost Center <b>5082</b>	Function <b>1601</b>	Work Order No.	FIS Location <b>3103</b>	Payroll Area	Shift	Work Schedule	Gang	Site Code <b>051011</b>	Check Seq. <b>WMT10</b>
Work Phone No.	ATS No.	Original RR Hire Date Month _____ Day _____ Year _____		Prior RR Code	Personnel Area	Department			
Emp Sub Group	Vacation Eligibility Date Month _____ Day _____ Year _____			Craft Seniority Date Month _____ Day _____ Year _____		ARSA Hire Date Month _____ Day _____ Year _____			

### Performance Evaluation Information - For Management Transactions Only

Last Performance Review Date: Month _____ Day _____ Year _____	Next Performance Review Date: Month _____ Day _____ Year _____
---	---

### Termination Information/Allowances - Must Complete For All Termination Actions

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

### Short-Term Disability Benefits

First _____ days at 100% pay	
_____ Days at 100% pay less RUIA	_____ Days at 80% pay less RUIA
RUIA Benefits at \$ _____ per day	

### Relocations

Approved for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No
Level of Benefits:	<input type="checkbox"/> Tier I <input type="checkbox"/> Tier II <input type="checkbox"/> Tier III

### Remarks

<b>11/19/04 - accepted</b>
----------------------------

### Approval Signatures

Supervisor's Name <b>R. W. Robusto</b>	Phone No. <b>739-2403</b>	Human Resources Approval <i>[Signature]</i>	Date: <b>11/19/04</b>
Signature <i>[Signature]</i>	Date <b>11/08/04</b>	Entered By <i>[Signature]</i>	Date: <b>11/19/04</b>
Department Approval <b>R. S. Strachan</b>	Date <b>11/08/04</b>		

Instructions: Complete form, print and secure department approvals. Retain signed copy for department records and forward original in Human Resources.

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## Candidate Selection Justification

Position Title Senior Analyst Operating Practices			Department Transportation	
Posting Number 50183706	Band/Zone C2	Location Wilmington, DE	Interview Date / /	
Interview Process <input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other				

## Interview Participants

Ron Robusto	Irene Whitaker
Edward Mruk	Don Scott

## Candidates Interviewed

Name	*Race	Sex
Steven Cavalier	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
George Reese	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Frank Talbott	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Tom Tarpey	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Vince Ricciardi	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
David Martak	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Deborjha Blackwell	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Francis Fullmer	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Paul Manger	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Michael Bonner	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female

- American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

## Selected Candidate

Catherine Cephas	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
------------------	---------------------------	--

## Selection Justification

Ms. Cephas has worked in a rules capacity since 1990, beginning as a Special Duty Rules Examiner, Manager of Operating Rules-NEC and Sr. Analyst System-Operating Rules. She develops operating rules programs to make sure they meet Federal and company standards. She has extensive knowledge of the NORAC Operating Rules, Special Instructions, AMT-2, AMT-3, AMT-4 and ACSES and the Train Dispatchers Manual. She is a valuable member of the Transportation Department.

SEE CONTINUATION SHEET FOR REMAINING CANDIDATES INTERVIEWED

Proposed Effective Date 11 / 16 / 2004	Proposed Salary 66,700.	<input checked="" type="checkbox"/> Salary Increase 4 % Increase <input type="checkbox"/> Lateral With No Increase
---	----------------------------	--

## Salary Justification

New assignment requires increased responsibilities and duties in addition to those of current position. Will continue to develop rules programs while now planning, scheduling, and executing all training-related activities including writing training curriculum. Will now provide leadership and oversight to operating craft "block training" attendees. These additional responsibilities and the skill set required to successfully execute them expand the current assignment, warranting a promotional salary increase.

## Approval Signatures

Name	Signature	Date
R. W. Robusto	<i>[Signature]</i>	11 / 08 / 2004
R. S. Strachan	<i>[Signature]</i>	11 / 08 / 2004
		/ /

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## Candidate Selection Justification

Position Title Sr. Analyst-Operating Practices - Continuation Sheet (page 2)			Department Transportation
Posting Number 50183706	Band/Zone C2	Location Wilmington, DE	Interview Date / /
Interview Process <input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other			

## Interview Participants


## Candidates Interviewed

Name	*Race	Sex
Jonathan Hines	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Dennis Smith	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Michelle Meadows	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Robert Hungerford	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Robert Ragland	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Catherine Cephas	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
James Gilfillan	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
William Morecraft	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Anthony Kopecki	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Deedryl Danner	Black or African American	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female

\* • American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

## Selected Candidate

		<input type="checkbox"/> Male <input type="checkbox"/> Female
--	--	---

## Selection Justification


Proposed Effective Date / /	Proposed Salary	<input type="checkbox"/> Salary Increase    % Increase <input type="checkbox"/> Lateral With No Increase
--------------------------------	-----------------	--

## Salary Justification


## Approval Signatures

Name	Signature	Date
		/ /
		/ /
		/ /

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P:6/27



## Candidate Selection Justification

Position Title Sr. Analyst-Operating Practices - Continuation Sheet (page 3)			Department Transportation
Posting Number 50183706	Band/Zone C2	Location Wilmington, DE	Interview Date / /
Interview Process <input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other			

## Interview Participants


## Candidates Interviewed

Name	*Race	Sex
Peter Stevens	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female

- American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

## Selected Candidate

	<input type="checkbox"/> Male <input type="checkbox"/> Female
--	---

## Selection Justification


Proposed Effective Date / /	Proposed Salary	<input type="checkbox"/> Salary Increase    % Increase <input type="checkbox"/> Lateral With No Increase
--------------------------------	-----------------	--

## Salary Justification


## Approval Signatures

Name	Signature	Date
		/ /
		/ /
		/ /

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SYSTEM OPER RULES

3026832095

10/14 '04 13:07 NO.428 02/07

Received by Human Resources

**RECEIVED**  
**AMTRAK HUMAN RESOURCES**  
 OCT 14 2004  
 Philadelphia, PA

**Job Opportunity Application**

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:  
**Sr Analyst Operating Practices**

Posting Notice Number:

**50183713**

Location:

**Wilmington, DE**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>Catherine R. Cephas</b>			Social Sec. No.: <b>221-44-1339</b>	
Street Address: <b>18 Plerson Place</b>			Home Tel. No.: <b>(302) 324-9595</b>	
			Work Tel. No.: <b>((302) 683-2032</b>	
City: <b>Wilmington</b>	State: <b>DE</b>	Zip: <b>19720</b>	Assigned Work Hours: <b>8 am - 5 pm</b>	
Work Location: <b>Wilmington, DE</b>			Assigned Work Days: <b>M-F</b>	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / / 1971</b> To: <b>6 / / 1973</b>	Academic	Cape Henlopen	Lewes, DE
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / / 1973</b> To: <b>5 / / 1988</b>	BA/ Psychology	University of Delaware	Newark, DE
Graduate School	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>3 / / 2000</b> To: <b>11 / / 2000</b>	Webmaster Certification	University of Delaware	Newark, DE

**PRESENT JOB STATUS**

Present Job Title: <b>Sr. Analyst System Operating Rules - NORAC</b>		Band/Zone <b>C-2</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>Ronald W. Robusto</b>		Supervisor's Title: <b>Sr. Director System Operating Practices</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's Telephone No.: <b>(302) 429-2403</b>				

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

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3000 3333

SYSTEM OPER RULES

3026832095

10/14 '04 13:08 NO.428 03/07

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 10 / 01 / 2001 To: / / 2004	Sr. Analyst System Operating Rules - NORAC	Ronald W. Robusto - Transportation	Development/implementation of operating rules & training programs. Rules compliance audits, Rule violations analysis, TEST reports, Publish manuals, Rules Interpretation, FRA contact.
From : 3 / 22 / 1999 To: 10 / 01 / 2001	Manager of Operating Rules - NEC	Sheldon F. Boggs Customer Services	Development/implementation of operating rules & training programs that meet Federal and company standards. Perform rules compliance audits, monitor and analyse rules violations.
From : / / 1990 To: / / 1997	Special Duty Rules Examiner	Various	Instruction of NORAC operating rules for all crafts. Physical Characteristics examinations. Development of lesson plans and examinations. Maintenance of employee records.
From : 6 / 28 / 1978 To: / / 1999	Block Operator / Train Dispatcher/ Assistant Chief Train Dispatcher	Various	Establish routes for train movements, authorize track maintenance work. Supervise Train Dispatchers Office.

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : / / To: / /			
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No  
If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS**

This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I have extensive knowledge of the NORAC Operating Rules, Special Instructions, AMT-2, AMT-3, AMT-4, ACSES, and the Train Dispatcher's Manual. I am currently responsible for the implementation & monitoring of operating rules programs, policies and procedures for Amtrak. I have 14 years experience in curriculum development, and am currently responsible for development of NORAC Operating Rules curriculum and exam questions for new hire and recurrent training programs for Transportation, Engineering and Mechanical department employees. In developing/ implementing concepts & procedures, I have consulted with senior directors and managers to ensure uniformity where possible across the country. I have established respectful & co-operative relations with my peers of foreign carriers over whose territory our trains operate. I am qualified on GCOR and have a working knowledge of other foreign carrier operating rules. I have performed rules compliance audits and follow-ups on each division. I am familiar with Federal Regulations regarding Operating Rules & Train Operations; Consent decrees regarding fair and equal employee testing practices; and examination validation procedures. I have strong verbal and written skills, as required for instruction and program development.

My background in behavioral science is beneficial in determining employees reaction to change and effectively

SYSTEM OPER RULES

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10/14 '04 13:08 NO.428 04/07

implementing new rules for the most positive outcomes. I also have certification in multimedia development and web design which are tools which will be required in future development of programs.

I am conversant with the TESTS system, including modification and running of FOCUS reports. My computer skills include proficiency in WordPerfect 5.1 for DOS, WordPerfect 9, MS Word, Excel, Access, Publisher, and PowerPoint and have experience in development of computer-based training.

I have 26 years of experience in train operations, and I am familiar with the company staffing practices, infrastructure, and equipment maintenance practices.

I have established excellent working relationships with employees on all levels in departments involved in train movements and safety. I feel that I work very well with others. I am open to constructive criticism and have proven myself to be person who is willing to assist others in achieving their goals.

With regard to my work schedule, I am flexible and willing to travel when necessary.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

Christopher R. Cepher  
Applicant's Signature

10-14-04  
Date

JAN-28-2005 15:31 FROM:UP TSP DEPT /CNOC 302-683-2019

TO:87772023

P:3/5

SYSTEM OPER PRACTICE

3024292419

01/24 '05 14:06 NO.639 01/02

AMTRAK

**COPY****PERSONNEL ACTION REQUEST**

Conflict Of Interest?	Training Required?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Current Information - Must Be Completed**

Payroll Area	Social Security Number	Personnel No.	LAST Name	FIRST Name	M.I.
	133 - 72 - 8406		Ebba, Jr.	Emmanuel	I.
Job Code	Position Title	Department	Personnel Area	Band/Zone	Cost Center
95851	Trainmaster	Transportation		C-2	5372
			Emp. Sub Group		

**Action Requested - Must Be Completed**

<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer between Management/Union	<input type="checkbox"/> Leave of Absence Paid (Management)	<input type="checkbox"/> Termination
<input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence Unpaid	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Transfer/Organization Change	<input type="checkbox"/> Leave of Absence Paid (Union)	<input type="checkbox"/> Return from Leave	

**Action Reason Code**

Code	Reason	Effective Date
	Lateral Transfer	Month <u>12</u> Day <u>31</u> Year <u>2005</u>

**New Job Code and Salary Information**

Job Code	Position Title	CDL	Position No.	Personnel Subarea	Band/Zone
92582	Sr. Analyst-Operating Practices	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5018313	0027	C-2
Hours of Service	<input type="checkbox"/> Not Applicable (0)	<input type="checkbox"/> Engineer (1)	<input type="checkbox"/> Trainmen (2)	<input type="checkbox"/> Train Dispatchers/Director (3)	
Job Category	<input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Signaller (5)	<input type="checkbox"/> Cab Signal/ATS Electrician (6)	<input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date	Current Salary/Rate Of Pay	New Salary/Rate Of Pay	Work Hours (Part Time)		
Month Day Year	\$ 66,200.	\$ 66,200.			

**Job Assignment**

Cost Center	Function	Work Order No.	FIS Location	Payroll Area	Shift	Work Schedule	Gang	Site Code	Check Seq.
5082	1601		3103					051011	WMT1
Work Phone No.	ATS No.	Original RR Hire Date	Prior RR Code	Personnel Area	Department				
		Month Day Year		NE08					
Emp Sub Group	Vacation Eligibility Date	Craft Seniority Date	ARSA Hire Date						
	Month Day Year	Month Day Year	Month Day Year						

**Performance Evaluation Information - For Management Transactions Only**

Last Performance Review Date:			Next Performance Review Date:		
Month	Day	Year	Month	Day	Year

**Termination Information/Allowances - Must Complete For All Termination Actions**

Allowances	Eligible For Rehire?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Vacation Hours Due	Outstanding Advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks)
Sick Hours Due	All Properties Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks)
Severance Pay Due	Fill Vacant Position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notice Pay Due		

**Short-Term Disability Benefits**

First \_\_\_\_\_ days at 100% pay  
 \_\_\_\_\_ Days at 100% pay less RUIA \_\_\_\_\_ Days at 80% pay less RUIA  
 RUIA Benefits at \$ \_\_\_\_\_ per day

**Relocations**

Approved for Benefits: ☐ Yes ☐ No  
 Level of Benefits: ☐ Tier I ☐ Tier II ☐ Tier III

**Remarks**

Management Promotion

01/22/05 - accepted position

**Approval Signatures**

Supervisor's Name	Phone No.	Human Resources Approval	Date:
R. W. Robinson	739-2458		
Signature	Date 1/21/05	Entered By	Date:
R. S. Strachan	1/21/05		2/16/05

Instructions: Complete form, print and secure department approvals. Retain signed copy for department records and forward original to Human Resources.

NRPC 2000 (10/02) Word Template

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A359

JAN-28-2005 15:31 FROM:VP TSP DEPT /CNOC 302-683-2019

TO:87772023

P:4/5



## Candidate Selection Justification

Position Title Sr. Analyst Operating Practices			Department Transportation	
Posting Number 50153997	Band/Zone C2	Location Wilmington, DE	Interview Date 01 / 18 / 2005	
Interview Process		<input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other		

## Interview Participants

Don Herman	Irene Whitaker

## Candidates Interviewed

Name	*Race	Sex
Brian Amber	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Al Thomason	White	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Emmanuel Ebba	Black or African American	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female
		<input type="checkbox"/> Male <input type="checkbox"/> Female

- American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

## Selected Candidate

Emmanuel Ebba	Black or African American	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
---------------	---------------------------	--

## Selection Justification

Mr. Ebba has had a progressive career path to his current Trainmaster in New York. He has experience in teaching NORAC, AMTII & III. His educational background is exemplary. He has effective organizational, administrative and personal computing skills. Mr. Ebba will be a valuable member to the Transportation team. Although Mr. Ebba has been in his current position for just under one year, his background and skillset would serve the department well in this new capacity. In addition, the selection of Mr. Ebba supports the Transportation Dept.'s goal of ensuring a diverse workforce.

Proposed Effective Date 02 / 01 / 2005	Proposed Salary \$66,200	<input type="checkbox"/> Salary Increase    % Increase <input checked="" type="checkbox"/> Lateral With No Increase
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## Salary Justification

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## Approval Signatures

Name	Signature	Date
R. W. Robusto	<i>[Signature]</i>	01 / 21 / 2005
R. S. Strachan	<i>[Signature]</i>	01 / 21 / 2005

NRPCC 3158 word template

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Dec 16 04 02:30p

Emmanuel Ebba, Jr.

9083533166

p. 2

Received by Human Resources

**Job Opportunity Application**

For use by Current Amtrak Employees Only

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

Sr. Analyst Operating Practices

Posting Notice Number:

50183713

Location:

Wilmington, Delaware

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: Emmanuel I. Ebba, Jr.			Social Sec. No.: 133-72-8406
Street Address: 114 Winchester Drive			Home Tel. No.: 917 952 8059
			Work Tel. No.: 212 630 7267
City: East Windsor	State: NJ	Zip: 08520	Assigned Work Hours: 3pm - 11pm
Work Location: New York		Assigned Work Days: Sunday thru Thursday	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 01 / 03 / 1991 To: 06 / 28 / 1994	HS Diploma	August Martin	Jamaica, NY
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: 09 / / 2001 To: 05 / / 2003	BBA in Management	Dowling College	Oakdale, New York
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: / / To: / /			

**PRESENT JOB STATUS**

Present Job Title: Trainmaster - Road Operations	Band/Zone 1 and 2	Last Performance Rating: N/A	Date of Last Rating: / /
Supervisor's Name: Donald Herman		Supervisor's Title: Assistant Superintendent	
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's Telephone No.: 212 630 6352			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:	By:	Date:	
By:	To:		

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template



Dec 16, 04 02:30p

Emmanuel Ebba, Jr.

9083533166

p.3

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 03 / 15 / 2004 To: / /	Trainmaster - Road Operations	D. Herman - Transportation	Managing and coordinating operational activities of T&E crews, yardmasters, and administrative functions to ensure safe operations of trains. Provide leadership mentoring and guidance.
From : 08 / / 2003 To: 03 / 14 / 2004	Conductor - Penn Station and Sunnyside Yard	S. Guida - Transportation	Responsible for the safety of the passengers and the crew; rescue operations within 30 miles of Penn station; collect, sell and account for passenger fares; drill moves in NYP, SSYD, and D
From : 6 / / 2001 To: 8 / / 2003	Assistant Conductor	S. Guida - Transportation	Perform pre-departure, enroute, and arrival duties assigned by the conductor; collect, sell, cancel and account for passenger fares.
From : 7 / 28 / 1998 To: 6 / / 2001	Assistant conductor - CS-1, Boston	Juanetta Silver - Commuter Rail Transportation - Boston	Perform pre-departure, enroute, and arrival duties assigned by the conductor; collect, sell, cancel and account for passenger fares.

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 6 / / 1995 To: 3 / / 1998	Supervisor, Boston Account	Parking Systems Valet Service	Create weekly schedule for employees; manage collection of weekly receipts averaging \$5,000; manage payroll for employees.
From : 6 / / 1994 To: 9 / / 1996	Moving Specialist	C & N Express Inc. Moving and Storage	Deliver shipments to Southeastern and Midwestern states; inspect inventory of appliances, furniture and electronic equipment.
From : / / To: / /			

**RELATIVES AT AMTRAK**Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS**

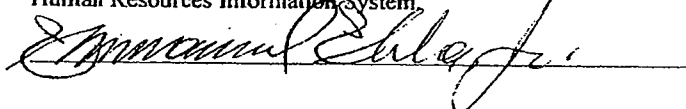
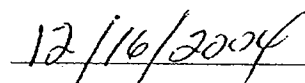
This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

**My qualifications include:** a Bachelor of Business Administration degree in Management; currently T&E qualified; management experience overseeing T&E crew; knowledge of operating rules and special instruction governing on and off-corridor operations and related federal regulations; knowledge of Amtrak train operations; have demonstrated drive, ambition, and leadership ability with effective organizational, administrative, and personal computing skills.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

## **Emmanuel Ebba, Jr.**

114 Winchester Drive, East Windsor, New Jersey, 08520  
Tel: 212 630 7267 (W) 917 952 8059 (C) Email: emmanuel77@gmail.com

---

### **OBJECTIVE**

To obtain a position as a Senior Analyst of Operating Practices

### **SUMMARY OF QUALIFICATIONS**

NORAC; AMT II (Electrical Instruction); AMT III (Air Brake Instruction); Special Instructions; Sexual Harassment Awareness; CPR

### **EDUCATION**

**Dowling College**

*BBA in Management; Aeronautics minor*

**Oakdale, NY**

*May 2003*

### **EXPERIENCE**

**AMTRAK New York Division**

*Trainmaster – Road Operations*

**New York, NY**

*March 2004 – Present*

- Manage and coordinate train and engine crews to ensure the safe and efficient road operations of trains
- Manage employees' compliance with FRA and Amtrak's rules and regulations
- Respond to service disruptions and handle promptly to minimize passenger inconvenience and train delay
- Conduct efficiency test to ensure compliance with regulating policies and maintain records
- Initiate action for non-compliance in a fair and consistent manner

**AMTRAK Zone 2 / (On-Corridor Operations)**

*Conductor/Assistant Conductor*

**New York, NY**

*June 2001 – March 2004*

- Perform pre-departure, enroute, and arrival duties assigned by the conductor
- Supervise boarding, seating and detraining of passengers for safety and comfort
- Collect, sell, cancel and account for passenger fares
- Rescue moves within 30 miles of Penn Station
- Drill moves in Penn Station, The "D" Yard and Sunnyside Yard

**AMTRAK / MBTA (Commuter Rail Operations)**

*Assistant Conductor*

**Boston, MA**

*July 1998 – June 2001*

- Perform pre-departure, enroute, and arrival duties assigned by the conductor
- Supervise boarding, seating and detraining of passengers for safety and comfort
- Collect, sell, cancel and account for passenger fares

**Parking Systems Valet Service**

*Supervisor, Boston Account*

**Valley Stream, NY**

*1995-1998*

- Create weekly schedule for employees
- Manage collection of weekly receipts averaging \$5,000
- Manage payroll for employees

NATIONAL RAILROAD PASSENGER CORPORATION

30th Street Station, Philadelphia, PA 19104



June 16, 2005

Ms. Alvia Lacy  
1306 Jervis Sq.  
Belcamp, MD 21017

RE: Your application for the Sr Analyst Operating Practices  
position

Vacancy No. 50183706-13

Dear Ms. Lacy:

Thank you for submitting your application for the position  
of Sr Analyst Operating Practices.

We were able to identify other applicants whose background,  
experience and skills were more closely aligned to the  
posted requirements and the needs of the department. As a  
result, another applicant was selected.

We appreciate your interest in Amtrak and wish you the best  
of luck with your career endeavors.

Sincerely,  
Human Resources Department

Received by Human Resources

Amtrak

**Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

**AMTRAK-DEL-WILM-SR ANALYST  
OPERATING PRACTICES**

Posting Notice Number:

**50183713**

Location:

**WILMINGTON DE**

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <b>ALVIA L. LACY</b>			Social Sec. No.: <b>215-68-0127</b>	
Street Address: <b>1306 JERVIS SQ,</b>			Home Tel. No.: <b>410-272-4819</b>	
			Work Tel. No.: <b>302 834-2769</b>	
City: <b>BELCAMP</b>	State: <b>MD</b>	Zip: <b>21017</b>	Assigned Work Hours: <b>6-2</b>	
Work Location: <b>BEAR, DE</b>			Assigned Work Days: <b>MON-FRI</b>	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>9 / 3 / 70</b> To: <b>6 / 7 / 74</b>	<b>HIGH SCHOOL DIP.</b>	<b>ABERDEEN SR. HIGH</b>	<b>ABERDEEN, MD 21001</b>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>6 / / 83</b> To: <b>12 / / 86</b>	<b>BS BUSINESS ADMINISTRATION</b>	<b>UNIVERSITY OF MARYLAND</b>	<b>COLLEGE PARK, MD</b>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			
Vocational School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>1 / / 76</b> To: <b>8 / / 76</b>		<b>AIRCO TEC INST.</b>	<b>BALTIMORE, MD</b>
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <b>/ /</b> To: <b>/ /</b>			

**PRESENT JOB STATUS**

Present Job Title: <b>CARREPAIR-PERSON</b>		Band/Zone <b>BEAR, DE</b>	Last Performance Rating: <b>N/A</b>	Date of Last Rating: <b>/ /</b>
Supervisor's Name: <b>MR J. WALTERS</b>		Supervisor's Title: <b>MANAGER</b>		
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Supervisor's Telephone No.:				

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.

NRPC 1764 (10/01) MSWord Template

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**OCT 26 2004**  
**AMTRAK HUMAN RESOURCES**  
**Philadelphia, PA**

90021052

**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 8 / / 83 To: 1 / / 88	TRACK -PERSON	TRACK	MAINTAIN AND REPAIR TRACK LOCATIONS WITHIN THE NEC.
From : 1 / / 88 To: / /	CARREPAIR-PERSON	MECHANICAL	REPAIR, AND MAINTAIN AMF I & II, IN ADDITION TO AIR BRAKE DUTIES.
From : / / To: / /			
From : / / To: / /			

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : 7 / / 97 To: / / 99	CSR	MCC	COMPLETE DUTIES IN SALES, BANK DEPOSITS, CLOSINGS, AND TRANSACTIONS, AS RELATED TO CENTER.
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**

Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No  
If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location
N/A			

**APPLICANT'S QUALIFICATIONS** This form does not allow you to spell check your data. For extensive text, you may want to compose your text in another document and cut and paste it into this form. The field below will expand to allow 5,500 characters. Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

**I FULFILL THE POSTED SKILLS AND EXPERIENCE REQUIRED FOR THIS POSITION, BASED ON MY BACHELORS DEGREE IN BUSINESS ADMINISTRATION, AND MY EXPERIENCE, AND TECHNICAL BACKGROUD IN THE FIELD OF MECHANICAL OPERATIONS, MAINTENANCE PROCEDURES, FRA, AND SAFETY REGULATUION.**

**SIGNATURE**

**PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

10/13/04

Job Reference # 50183771

**Amtrak - Washington-DC - Administrator Inventory - High Speed (1)**

POSITION: Administrator Inventory - High Speed (1) Eff 10/07/04

DEPARTMENT: Procurement & Materials Mgmt.

LOCATION: Washington, DC

BAND/ZONE SALARY: B2 \$31,400.00 minimum

POSITION NO: 50183771

**INTERNAL AND EXTERNAL APPLICANTS**

DUTIES: Monitors usage of inventory and project materials by the mechanical and/or engineering departments. Reviews reports on material consumption trends and patterns and compares to planning records. Works in conjunction with the Inventory Service Officers to set/maintain/adjust planning and forecasting inventory records.

Coordinates with engineering regarding materials affected by new designs as well as disposition of outdated materials. Responsible for the effective/efficient deployment of inventory assets.

Monitors inventory reports and reports on key performance indicators. Assists Inventory Services Officers in processing bills

of materials. Approves material requisitions and performs miscellaneous purchases and other duties as assigned.

EDUCATION: Must have a high school diploma or equivalent. Bachelor's degree or equivalent combination of education, training

and/or experience preferred.

WORK EXPERIENCE: Experience in materials mgmt., production planning, lead times (internal and vendor), forecasting & distribution. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Access.) Prefer proven experience in materials mgmt., including purchasing, planning, replenishment, forecasting,

logistics, distribution, MRP and scheduling. Knowledge of focus report writing preferred.

OTHER REQUIREMENTS: Ability to schedule and plan long lead material for major projects. Prefer proficiency in AAMPS inventory control, planning & forecasting modules. Prior satisfactory job performance and attendance required.

COMMUNICATION AND INTERPERSONAL SKILLS: Excellent interpersonal communication skills both verbal and written. Ability to interface

with all levels of employees as well as outside vendors.

SUPERVISORY RESPONSIBILITIES: None.

TRAVEL: 20%.

INTERNAL AMTRAK EMPLOYEES MUST COMPLETE A JOB OPPORTUNITY APPLICATION TO APPLY FOR THIS POSITION.

Job Notes

**Salary Range:** B2 \$31,400 to \$59,000

**Last Day to Apply:** 10/14/2004

**Job Category:** Procurement

**Years of Experience:** 1- 5

**Travel Requirements:** Low

**Relocation Benefits may Apply:** No

AMTRAK is an equal opportunity employer committed to employing a diverse workforce. Internal AMTRAK employees must complete a job opportunities application to apply for positions.

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**NATIONAL RAILROAD PASSENGER CORPORATION**

**AMTRAK**

**HUMAN RESOURCES DEPARTMENT**

## INITIAL SCREENING SHEET

INITIAL SCREENING SHEET				
POSTING NO. 50183771		POSITION: Administrative Invent LOCATION: Washington, DC		
APPLICANT'S NAME	Date App Recv'd	RATING*		REMARKS
		Q	UQ	
David Wigfield	10/12	✓		Internal-int.-offer
Jacqueline Landry	10/12	✓		Internal-int.-rejected
John "Chris" Gallagher	10/10	✓		Internal-int.-rejected
Roderick Jones	10/10	✓		Internal-int.-Rejected
Kofi Tutu	10/22	✓		External-int.-rejected
Alan Franklin	10/12	✓		Internal-Removed from Planner
Valerie White	10/14		✓	Internal-NO interview
Charles Gardin, Jr	10/12		✓	Internal-NO interview
Alvia Lacy	10/13		✓	Internal-NO interview
Dawn Turner	10/12		✓	Internal-NO interview
Wanda Holton	10/12		✓	Internal-NO interview
Robert Brooks	10/22		✓	Internal-NO interview
<p>Selected</p> <p>David Wigfield RM</p> <p>11/14/04</p>				
<p>Date: 11/02/04</p> <p>HR Rep Signature: <i>Peter Freeman</i></p>				

\*Q - Qualified  
\*UQ - Unqualified

NOV.10.2004 10:26

#5548 P.004

AMTRAK

SSS 8774

## PERSONNEL ACTION REQUEST

Conflict Of Interest?	Training Required?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Current Information		Payroll Area 02	Social Security Number --	Personnel No. 61380	LAST Name Wigfield	FIRST Name David	M.I.
Job Code BC153	Position Title Lead Inventory Clerk	Department Proc. & Mat'l Mgmt.		Personnel Area EA03	Band/Zone 4842	Emp. Sub Group	

Action Requested		<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire/Reinstatement <input type="checkbox"/> Transfer/Organization Change		<input checked="" type="checkbox"/> Transfer between Management/Union <input type="checkbox"/> Salary Change <input type="checkbox"/> Leave of Absence Paid (Union)		<input type="checkbox"/> Leave of Absence Paid (Management) <input type="checkbox"/> Leave of Absence Unpaid <input type="checkbox"/> Return from Leave		<input type="checkbox"/> Termination <input type="checkbox"/> Retirement	
------------------	--	---	--	---	--	---	--	---	--

Action Reason Code		Effective Date
Code	Reason Promotion - Union to Management	Month 11 Day 16 Year 2004

New Job Code and Salary Information		CDL <input type="checkbox"/> Yes <input type="checkbox"/> No	Position No. 5018377	Personnel Subarea	Band/Zone B2
Job Code 90101	Position Title Administrator Inventory				
Hours of Service Job Category	<input checked="" type="checkbox"/> Not Applicable (0) <input type="checkbox"/> Block Operator (4)	<input type="checkbox"/> Engineer (1) <input type="checkbox"/> Signalman (5)	<input type="checkbox"/> Trainman (2) <input type="checkbox"/> Cab Signal/VATS Electrician (6)	<input type="checkbox"/> Train Dispatchers/Director (3) <input type="checkbox"/> Locomotive Mover/Helper (7)	
Hire Date Month Day Year	Current Salary/Rate Of Pay \$ 41,551	New Salary/Mtg. Of Pay \$ 44,500		Work Hours (Part Time) 47.00 Mr. Shule David	

Cost Center 4842	Function 1816	Work Order No.	FIS Location 4071	Payroll Area	Shift	Work Schedule	Gang	Sim Code 75006	Check Seq. WTC04
Work Phone No.	ATS No.	Original RR Hire Date Month Day Year		Prime RR Code	Personnel Area EA03	Department Proc. & Mat'l Mgmt.			
Emp Sub Group	Vacation Eligibility Date Month Day Year		Credit Seniority Date Month Day Year		ARSA Hire Date Month Day Year				

Performance Evaluation Information			Next Performance Review Date:		
Last Performance Review Date:			Month Day Year		
Month Day Year			Month Day Year		

Termination Information/Allowances		Allowances Vacation Hours Due Sick Hours Due Severance Pay Due Notice Pay Due		Eligible For Rehire? Outstanding Advance? All Properties Collected? Fill Vacant Position?		<input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain 'Yes' Answer In Remarks) <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain In Remarks) <input type="checkbox"/> Yes <input type="checkbox"/> No	
------------------------------------	--	---	--	--	--	--	--

Short-Term Disability Benefits		Relocations	
First _____ days at 100% pay		Approved for Benefits Yes No	
_____ Days at 100% pay less RUIA		Level of Benefits: Tier I Tier II Tier III	
RUIA Benefits at \$ _____ per day			

Remarks
X

Approval Signatures		Human Resources Approval	
Supervisor's Name	Phone No.	Date:	
Signature	Date	Entered By	
Department Approval Michael Mend	Date	Date:	

Instructions: Complete form, print and secure departmental approvals. Retain signed copy for department records and forward original to Human Resources.

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#5548 P.005

AMTRAK

## Candidate Selection Justification

Position Title <b>Administrator Inventory, High Speed</b>			Department <b>Procurement &amp; Mat. Mgmt.</b>		
Posting Number <b>50183771</b>	Band/Zone <b>B2</b>	Location <b>Washington, D.C.</b>	Interview Date <b>10 / 28 / 2004</b>		
Interview Process <input type="checkbox"/> One-on-One <input checked="" type="checkbox"/> Panel <input type="checkbox"/> Telephone <input type="checkbox"/> Other					

## Interview Participants

<b>Sean McCarty</b>	<b>Procurement &amp; Materials Management Dept.</b>
<b>Lavar Freeman</b>	<b>Human Resources</b>

## Candidates Interviewed

Name	*Race	Sex	
Jackie Landry	African American	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
Roderick Jones	African American	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Chris Gallagher	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Kofi Tutu	African Amer	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
Wigfield, David	White	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		<input type="checkbox"/> Male	<input type="checkbox"/> Female

- American Indian or Alaskan Native    • Asian    • Native Hawaiian or Other Pacific Islander    • Black or African American    • White  
 • Hispanic or Latino (All races)    • Hispanic or Latino (White race only)    • Hispanic or Latino (All other races)

## Selected Candidate

<b>Dave Wigfield</b>	<b>White</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
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## Selection Justification

Mr. Wigfield has all of the skills necessary to not only perform the duties of the job but to excel in this position. He has an A.A in Business and a very thorough background in all aspects of material control to include a solid background in material planning and forecasting which is crucial to this position. He has also held positions as Lead Receiving Clerk, Inventory Control Lead and Lead Clerk within Amtrak. Most importantly, Mr. Wigfield has the leadership skills that will be necessary in this role and will be a valuable asset to Amtrak in this management position.

Proposed Effective Date <b>11 / 15 / 2004</b>	Proposed Salary <b>\$45,700</b>	<input checked="" type="checkbox"/> Salary Increase    10 % Increase <input type="checkbox"/> Lateral With No Increase
--	------------------------------------	--

## Salary Justification

Mr. Wigfield currently earns \$41,550 per year and is being promoted from an agreement position to management. This position will be tasked leading several major initiatives in Washington, D. C. to include; Supply Pro implementation, ASAP implementation and the transition of the High Speed Rail maintenance facility. Mr. Wigfield possesses the talent necessary to immediately perform the job requirements and avoid hiring an outside candidate at a much higher salary.

## Approval Signatures

Name	Signature	Date
<b>Michael J. Rionzi</b>	<i>[Signature]</i>	<b>11/2/04</b>
		/ /
		/ /

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8774: D. Wigfield - Administrator Inventory High Speed

Page 1 of 1

## Staff Summary Sheet - SSS8774

*Washington*

<b>Requester:</b> MARIE WALKER-RUGGHIA	<b>Executive Officer:</b> MICHAEL RIENZI
<b>Title:</b> Manager Budget Planning	<b>Department Head:</b> DAVID HERENDEEN
<b>Extension:</b> 8-728-1288	<b>Director/Manager:</b> JOSEPH SOUSALLI
<b>Date Submitted:</b> 11/2/2004	<b>Date Approved:</b>
<b>Purpose:</b> Request approval to place Mr. Dave Wigfield into the vacant Administrator Inventory (High Speed) position located in Washington, D.C.	
<b>Discussion:</b> Mr. Wigfield was selected because he either met or exceeded all job requirements. He has a solid background in material planning and forecasting which is critical to this position. This position needs to be filled in a timely manner in order for Materials Mangement to have the appropriate players in place for a smooth transition of high speed rail maintenance. This position is also responsible for the Supply Pro implementation and the ASAP implementation. These endeavors are high profile tasks this department is attempting to accomplish successfully and not filling this position would definitely have a negataive impact.	
<b>Alternatives:</b> There are no alternatives. The job responsibilities of this position cannot be absorbed by the current staff and the success of these initiatives is very important.	
<b>Funding:</b> Funding has been included in the FY05 operating budget and is shown on the authorized headcount of chart 11.1.4.	
<b>Recommendations:</b> Approve this request.	

## Routing Flow

Routing	Approver	Concur	Non-Concur
	Sr. VP - Operations		
	Chief Engineer		
	Chief Financial Officer		
	Chief Mechanical Officer		
	General Counsel & Corp. Sec.		
	Inspector General		
	VP - Business Diversity		
	VP - Government Affairs & Policy		
02	VP - Human Resources	X	
	VP - Labor Relations		
	VP Marketing and Sales		
	VP - Planning & Bus. Dev.		
01	VP - Procurement & Mat. Mgmt.	X	
	VP - Security		
	VP - Transportation		

*Dyer*  
*11/15/04*

## President and CEO Response

Final Approver	Action Required
President and CEO	Awaiting full approval

A372

30003181

Received by Human Resources

Amtrak

**Job Opportunity Application****For use by Current Amtrak Employees Only**

Applicants possessing the best combination of current skills and past job performance will be invited to interview for available positions. Only candidates with at least one year in their current position will be considered for other positions.

Title of Position Desired:

Administrator Inventory

Posting Notice Number:

#50183771

Location:

WASH. DC.

Please complete all information and submit this form to arrive at your nearest Human Resources Office on or before the posting's expiration date. Attach additional sheets if not enough room is provided for your data.

**PERSONAL INFORMATION**

Name: <u>David B. Wiegfield</u>		Social Sec. No.: <u>216983561</u>	
Street Address: <u>113 East 6 St.</u>		Home Tel. No.: <u>301-834-7968</u>	
		Work Tel. No.: <u>202-906-1400</u>	
City: <u>Brunswick</u>	State: <u>MD</u>	Zip: <u>21716</u>	Assigned Work Hours: <u>7A-3P</u>
Work Location: <u>Ivy City</u>		Assigned Work Days: <u>M-F</u>	

**EDUCATION**

Level	Did You Graduate?	Dates From/To	Degree/Major	School Name	Location/City/State
High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>9/1/77</u> To: <u>6/20/83</u>	<u>General Studies</u>	<u>Brunswick High</u>	<u>Brunswick, Md.</u>
College	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>8/30/87</u> To: <u>6/20/87</u>	<u>Business</u>	<u>Frederick Community College</u>	<u>Frederick, Md.</u>
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>/ /</u> To: <u>/ /</u>	<u>/</u>	<u>/</u>	<u>/</u>
Vocational School	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>/ /</u> To: <u>/ /</u>	<u>/</u>	<u>/</u>	<u>/</u>
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	From: <u>/ /</u> To: <u>/ /</u>	<u>/</u>	<u>/</u>	<u>/</u>

**PRESENT JOB STATUS**

Present Job Title: <u>LEAD MATERIALS REC. CLERK</u>	Band/Zone	Last Performance Rating: <u>N/A</u>	Date of Last Rating: <u>/ / N/A</u>
Supervisor's Name: <u>SEAN MCCARTY / JOE MCKAY</u>		Supervisor's Title: <u>SR. MAG / DEPT. MAG.</u>	
May a Human Resources Department representative contact your supervisor regarding your interest in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's Telephone No.:			

**HUMAN RESOURCES USE ONLY - DO NOT ENTER DATA IN THIS SECTION**

Entered		Forwarded	
Date:		By:	Date:
By:		To:	

Note: It is the policy of the National Railroad Passenger Corporation to offer all employment opportunities without regard to race, color, religion, gender, age, national origin, disability, or veteran status.



**AMTRAK EMPLOYMENT HISTORY (List Current Position First)**

Dates From/To	Position Title	Supervisor and Department	Major Duties
From : 3/15/03 To: 1/1/present	Rec. LEAD Clerk	JOE MCKAY MAT. CONTROL	Rec of inbound stock, maintain gas, lube oil levels, oversee 4 clerks, troubleshoot.
From : 6/15/95 To: 3/14/03	MAT. CONTROL PLANNER	JOE MCKAY MAT. CONTROL	PLAN & Forecast Inventory, order, R & R, Inventory discrepancies.
From : 7/25/90 To: 6/14/95	Inventory Control lead.	JACK K Commissary	Order and maintain stock levels for perishable and non perishable products.
From : 8/19/87 To: 7/24/90	Lead Clerk Commissary	JACK K Commissary	Responsible for daily supervision of clerical operations, paperwork, deadlines, safety member.

**OTHER EMPLOYMENT HISTORY**

Dates From/To	Position Title	Company	Major Duties
From : / / To: / /			
From : / / To: / /			
From : / / To: / /			

**RELATIVES AT AMTRAK**Do you or your spouse have any relatives currently employed at Amtrak? ☐ Yes ☒ No

If yes, you must complete the following information about these relatives.

Name	Relationship	Position/Department	Location

**APPLICANT'S QUALIFICATIONS** Attach additional sheets if necessary.

Please explain how you fulfill the posted skills and experience requirements for this position.

I served as a material control planner from 1995-2003. During which time I worked as a liaison between the Mechanical Department and the Material Control Department. I was responsible for the planning and forecasting of materials for use in the Ivy City Facility. I was responsible for system replenishment issues, resolving inventory discrepancies and system troubleshooting.

**SIGNATURE****PLEASE READ THIS CAREFULLY:**

I certify that all information on this Job Opportunity Application is true. I understand and agree that if employed in a nonagreement position my employment and compensation can be terminated with or without cause, and/or without notice, at any time, at the option of either the company or myself. I have voluntarily submitted this form and consent to its processing according to Human Resources Department procedures. I further understand that it may be used to update permanent employee information in the Human Resources Information System.

  
Applicant's Signature

A374

10/12/04  
Date

**David Brian Wigfield**  
113 East 'G' Street  
Brunswick, MD 21716

Telephone: 301-834-7968

Email: davewigfield@yahoo.com

### Career Objective

Self-motivated and success oriented team player with solid communications skills seeking a challenging and growth position that requires a comprehensive knowledge of warehouse management and inventory control.

### Professional Experience

Amtrak, Washington, DC

October 1986 - Present

#### Receiving Lead (2003-present)

- Serve as the On-Site E-trax representative for the Material Control Department. This involves ordering office supplies and daily diesel fuel entries for the Ivy City facility.
- Responsible for ordering and maintaining lube oil and propane at the Ivy City facility. Also order and maintain gas for Union Station and Ivy City facilities.
- Responsible for trouble shooting MR's, PO's and invoices.
- Responsible for receiving and verifying inbound stock.
- Oversee 4 receiving clerks and serve as the contact person for the mechanical department.
- Daily interface with delivery drivers and outside vendors.

#### Material Control Planner (1995-2003)

- Responsible for planning and forecasting usage of Amtrak products and materials, consisting of 15,000 inventoried items and valued at \$5,000,000, using the Amtrak Accounting & Material Purchasing System (AAMPS).
- Implemented cost control procedures and initiated procedures for expedited ordering and delivery of time-sensitive products and materials, which resulted in monthly savings of \$200,000.
- Serve as a liaison between the Mechanical Department and the Material Control Department to acquire repair parts for passenger cars and locomotives.
- Operate and maintain the R&R Network (repair & return) with other Amtrak locations and outside service vendors.
- Responsible for system replenishment issues, resolving inventory discrepancies and system troubleshooting.
- Proficient in the daily use of Microsoft Office products.

#### Inventory Control Supervisor (1990-1995)

- Supervised the daily activities of 20 warehouse employees and prioritized daily tasks and work assignments.
- Purchased and maintained a wide variety of perishable and non-perishable products and materials for the warehouse commissary.
- Responsible for monthly physical inventory of all products and materials in the warehouse.
- Responsible for daily interface with vendors, which involved ordering, receiving, and generating discrepancy reports.
- Coordinated and controlled the transfer of products and materials between other Amtrak satellite locations.
- Maintained and adhered to FDA Regulations.
- Possess a CDL Class-B License and forklift instructor certificate.
- Responsible for maintaining safe working conditions in the warehouse and for training and road testing CDL drivers.